



Emergency Medical Technology



**TENNESSEE COLLEGE
OF APPLIED TECHNOLOGY**
— MURFREESBORO —

2023-24 PROGRAM HANDBOOK

**Emergency Medical Technology
TCAT Murfreesboro
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**2023-24 PROGRAM HANDBOOK
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INTRODUCTION

Institutional Mission

The mission of the Tennessee College of Applied Technology Murfreesboro is to be the leading training provider for workforce development by delivering the best in technical education to our region.

Program Mission

The mission of the Emergency Medical Technology program is to provide the technical instructions and skills development for the students to become gainfully employed in the emergency prehospitalization field.

Institution Accreditation

Tennessee College of Applied Technology is accredited by the Commission of the Council on Occupational Education (COE). The COE, originally founded in 1971 as a regional accrediting agency of the Southern Association of Colleges and Schools, is the successor to the Commission on Occupational Education Institutions (COEI). In 1995, the Council became a national accrediting agency. In 2006, the Council celebrated its 35th year of assuring quality and integrity in career and technical education. The Council's accreditation process is conducted on behalf of more than 181,000 students across the nation who pursue careers in a variety of technical fields.

Program Accreditation

The Emergency Medical Technology program is accredited by the National Council of State EMS Training, EMT National Registry of EMTs, and the Tennessee Board of Health.

Welcome

I would like to welcome you to the Emergency Medical Technology program at the Tennessee College of Applied Technology – Murfreesboro. Throughout the course of your program, you will be exposed to the theory and skills needed to earn and maintain an entry-level position in the field. There are many opportunities and pathways for this program, and you will be learning about them throughout your time here.

It is important that you stay on task and push your limits to learn and grow. This program is designed to act as a mock job setting. You should arrive on time and leave when class is dismissed, interact with fellow students respectfully, operate a safe and clean workspace, and develop professional traits that will be used for the rest of your career. If you treat this class like it is your job, the transition into employment will be smoother and easier for you and your employer.

I am here to assist you with questions, concerns, and anything else that may arise. All of us at TCAT – Murfreesboro are dedicated to your success, so please don't hesitate to reach out.

Best,

Greta Stone

Acknowledgement Page

(Please return the completed form to your instructor.)



I have received and read my copy of the Program Handbook in preparation for my course of study at TCAT – Murfreesboro.

The Program Handbook describes important information about TCAT – Murfreesboro. I understand that if I have questions or concerns at any time about the Handbook, I will consult my instructor for clarification.

I will act in accordance with the standards of safety and conduct outlined in this Program Handbook and in the TCAT – Murfreesboro Student Handbook as a condition of my enrollment.

Student's Signature

Student's Name (Print)

Date

PROGRAM INFORMATION

Program Description

This course is designed to instruct a student to the level of Emergency Medical Technician-Basic, who serves as a vital link in the chain of the health care team. It is recognized that the majority of prehospital emergency medical care will be provided by the EMT-Basic. This includes all skills necessary for the individual to provide emergency medical care at a basic life support level with an ambulance service or other specialized service.

Program Outcomes

- Train students for entry into the emergency prehospitalization field.
- Prepare students to take the National Registry of EMTs licensure exam.
- Encourage professional and ethical behavior to ensure success in a wide range of endeavors.

Program Objectives

As an EMT-Basic you will be providing a service in an environment requiring special skills and knowledge in such areas as communications, transportation, and keeping records. You will also serve as liaisons with other emergency services. This program introduces these concepts. Individual orientation to the specific systems and services with which the EMT-Basic will be affiliated are necessary to achieve a full level of competency.

Program Outline

Course	Title	Customary Hours
EMT 0001	Worker Characteristics	6
EMT 1015	Basic EMT Theory	99
EMT 1025	Basic EMT Skills Lab	75
EMT 1035	Basic EMT Clinicals	90
EMT 1045	EMT First Responder	30
	EMERGENCY MEDICAL TECHNICIAN - BASIC	300

Program Awards

Emergency Medical Technician - Basic Certificate

300 hours

GRADING AND PROGRESS STANDARDS

Grading Standards for Nursing and Allied Health Programs

Evaluations of student achievement toward a program's identified occupational competencies are recorded for each student at the end of 300 hours of instruction that comprise a term.

Those evaluations shall be based on the following scale of progress:

A	90-100
B	80-89
C	70-79 (failing)
D	60-69 (failing)
F	0-59 (failing)

Students will be graded in the following categories:

- Theory/Related Information
- Skill Proficiency (Clinical)

Academically, grades of A, and B are considered satisfactory progress; grades of C, D or F are considered unsatisfactory progress. A student who receives an unsatisfactory academic grade at the end of the term or unit will be suspended from the program due to failure to progress.

Retention Standards

A student who fails during any term to attain a cumulative GPA at or above the level indicated below for the customary clock hours attempted or the average grade per course will be placed on suspension at the end of the term.

Standard:

- Students must maintain a satisfactory average (80) for each unit of the curriculum.

Additional retention standards for specific programs may be established by the college based on accreditation or licensing requirements applicable to a program.

Student Counseling Record

His/her instructor will advise a student if there is a problem with his/her progress, attendance, or behavior.

Instructor will initiate any paperwork necessary to document counseling sessions.

If the student is having academic problems in a particular class, he/she needs to initiate an appointment with the instructor.

Each time a student is counseled by the instructor, written documentation including recommendations for improvement will be placed in his/her file. The students have the option and are encouraged to write comments prior to signing the counseling record. If improvements

are not made as recommended and the student shows no sign of improvement, he/she is subject to dismissal.

Transfer Students

Transfer students will not be accepted into the EMT program at this time.

Worker Characteristics

Worker characteristics measure a student's professionalism in the workplace. The instructor will observe your actions throughout your time in class and give you an evaluation based off the following categories. A number grade will be issued to you during mid-term and at the end of the trimester.

- **Attendance:** Attends class, arrives/leaves on time; notifies the instructor in advance for planned absences
- **Character:** Displays loyalty, honesty, trustworthiness, dependability, reliability, initiative, self-discipline, and self-responsibility
- **Teamwork:** Respects the rights of others; respects confidentiality; is a team player; is cooperative; displays a customer service attitude; seeks opportunities for continuous learning
- **Appearance:** Displays appropriate dress for the profession (grooming, hygiene, etiquette, uniform)
- **Attitude:** Demonstrates a positive attitude; appears self-confident; has realistic expectations of self
- **Productivity:** Follows safety practices; conserves materials; keeps work area neat and clean; follows directions and procedures; makes up assignments punctually; participates in class
- **Organizational Skills:** Manifests skills in prioritizing and management of time and stress; demonstrates flexibility in handling change
- **Communication:** Displays appropriate nonverbal (eye contact, body language) and oral (listening, telephone etiquette, grammar) skills
- **Cooperation:** Displays leadership skills; appropriately handles criticism, conflicts, and complaints; demonstrates problem-solving capability; maintains appropriate relationships with supervisors and peers; follows chain of command
- **Respect:** Deals appropriately with cultural/racial diversity; does not engage in harassment of any kind

TCAT – MURFREESBORO POLICIES

Attendance

As stated in the Student Handbook, “The nature of the programs at the Tennessee Colleges of Applied Technology is such that it is necessary for every student to attend regularly. Excessive interruptions due to absences will have an adverse effect on student progress.”

5.5% Absences – Instructor Counseling and Documentation

- Students who miss 5.5% of their enrolled hours for the term (24 hours for full-time students enrolled in 432 hours) must be formally counseled by their instructor. Absences affect the work ethic grade and could affect financial aid.
- The instructor documents the meeting with a signed attendance counseling form or memo. The student receives a copy, and the instructor retains a copy for his/her records.

9.7% Absences – One-Term Suspension with Appeal Opportunity

- Students who miss 9.7% of their enrolled hours for the term (42 hours for full-time students enrolled in 432 hours) are reported by the instructor to Student Services.
- The Student Services Office notifies the student of the option to (1) accept the one-term suspension or (2) appeal the suspension within three business days of notice. An appeal form is provided to the student.
- Student appeals are forwarded to an Attendance Appeal Committee (appointed by the Vice President of Student Services) for review of the documentation. Only one appeal will be granted within a 12-month period.
- If approved to continue, the student and the instructor are notified via email of the stipulations for approval (e.g. not missing additional classes for the term); if the student fails to meet the stipulations, the instructor notifies Student Services to proceed with suspension. If the initial appeal is not approved and suspension is recommended by the committee, the appeal is then reviewed by the Vice President of Student Services.
- In consultation with the President, the Vice President provides the final decision on suspension to Student Services, so the student and the instructor can be notified via email.

Tardies

As stated in the Student Handbook, “A student is considered tardy if not in the classroom at the designated time for class to start. Multiple tardies will result in the following discipline.”

5 Tardies – Instructor Counseling and Documentation

- Students who are tardy five times in the term (four times for part-time students) must be formally counseled by their instructor. Further tardies can lead to probation and other sanctions.

- The instructor documents the meeting with a signed tardy counseling form or memo. The student receives a copy, and the instructor retains a copy for his/her records.

6 Tardies – Probation and Student Success Plan

- Students who are tardy six times in the term (five times for part-time students) are reported by the instructor to Student Services.
- The Student Services Office places the student on probation, and the student is required to complete a Student Success Plan with the appropriate Student Services representative.

7 Tardies – Review by Vice President for Possible Suspension

- Students who are tardy seven times in the term (six times for part-time students) are reported by the instructor to Student Services.
- The Student Services Office notifies the Vice President of Student Services for review. In consultation with the President, the Vice President provides the final decision on suspension to Student Services, so the student and the instructor can be notified via email.

Three-Day No Call/No Show

Students are responsible for notifying their instructor each time they are absent. When a student misses three (3) consecutive days without contacting the college, that student may be presumed to have withdrawn from the college and will be exited from the program.

TBR General Policy on Student Conduct and Disciplinary Sanctions

TCAT – Murfreesboro is governed by the Tennessee Board of Regents (TBR). Students enrolled in a TBR postsecondary educational institution are citizens of their civic communities as well as the academic community. As such they are expected to conduct themselves as law-abiding members of each community at all times.

Admission to an institution of postsecondary education carries with it special privileges and imposes special responsibilities apart from those rights and duties enjoyed by non-students. In recognition of the special relationship that exists between the institution and the academic community which it seeks to serve, the Tennessee Board of Regents (“TBR” or “the Board”) has authorized the presidents of the institutions under its jurisdiction to take such action as may be necessary to maintain conditions on institution-owned and controlled property and to preserve the integrity of the institution and its educational environment.

Pursuant to this authorization and in fulfillment of its duties to provide a secure and stimulating atmosphere in which individual and academic pursuits may flourish, the Board has developed this policy, which is intended to govern student conduct at the institutions under its jurisdiction.

In addition, students are subject to all federal, state and local laws and ordinances. If a student’s violation of such laws or ordinances also adversely affects the institution’s pursuit of

its educational objectives, an institution may enforce its own policies regardless of the status or outcome of any external proceedings instituted by other civil or criminal authorities.

Students are responsible for compliance with this policy and with institutional policies and regulations.

The policy in its entirety may be found at: <https://policies.tbr.edu/policies/general-policy-student-conduct-disciplinary-sanctions>.

Academic Misconduct

Academic misconduct is any action or attempted action designed to provide an unfair academic advantage or disadvantage for oneself or others. Academic misconduct includes a wide variety of behaviors such as plagiarism, cheating, fabrication, and other academic dishonesty. For purposes of this policy the following definitions apply:

- Plagiarism. The adoption or reproduction of ideas, words, statements, images, or works of another person as one's own without proper attribution. Examples include but are not limited to copying of passages from works of others into one's own work without acknowledgment; summarizing or paraphrasing ideas from another source without proper attribution, unless such information is recognized as common knowledge; and using facts, statistics graphs, representations, or phrases without proper attribution;
- Cheating. Using or attempting to use unauthorized materials, information, or aids in any academic exercise or test/examination. Examples include but are not limited to copying another's work; obtaining or giving unauthorized assistance; unauthorized collaboration or collusion with another person; having another person take a test for a student; and the use of unauthorized materials or devices. The term academic exercise includes all forms of work submitted for credit or hours;
- Fabrication. Falsifying, fabricating, or misrepresenting data, research results, citations or other information in connection with an academic assignment. Unauthorized falsification or invention of any information or citation in an academic exercise.

Academic misconduct is prohibited. Students guilty of academic misconduct, either directly or indirectly, through participation or assistance, are immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions which may be imposed in accordance with this policy, the instructor has the authority to take academic discipline consistent with institutional policy, procedures, and processes.

An instructor who determines that a student has engaged in academic misconduct may choose to exercise academic discipline by lowering to any extent, including to a grade of "F" or "zero," a student's grade in the course, assignment, or examination affected by the alleged academic misconduct.

The policy in its entirety may be found at: <https://policies.tbr.edu/policies/general-policy-student-conduct-disciplinary-sanctions>.

Acceptable Computer Use

All computer use including Internet use must be in support of education and research and appropriate for the assignment. The College is not responsible for a student's access to any inappropriate material. All students at the College will be taught ethics and acceptable use of the computer system and the Internet. If there is a complaint about inappropriate usage, the instructor will resolve it. If not resolved by the instructor, the President or Vice Presidents will review the complaint. Inappropriate usage may be grounds for suspension or dismissal from the College.

This policy is in conjunction with TBR Policy IT Acceptable Uses 1.08.05.00.

Inappropriate usage includes but is not limited to:

- Using the network or Internet for personal and private matters including electronic mail outside the College.
- Hate mail, harassment, discriminatory remarks, and other antisocial behaviors including spamming.
- Accessing pornographic or obscene material.
- Accessing confidential material including but not limited to test files and personal/personnel records.
- Destroying, inappropriate deleting or changing, or otherwise damaging hardware or software.
- Downloading and/or installing programs or data files on College computers without permission of the Instructor.

Removal from Class for Disruptive Conduct

As stated in the TCAT – Murfreesboro Student Handbook, "Students are expected and encouraged to develop proper work habits and to maintain a sincere, cooperative attitude at all times." This includes:

- actively and routinely participating in all class functions in a timely manner
- coming to class with the necessary tools and equipment required to participate in class activities
- wearing appropriate attire for the program area and displaying their name tag
- maintaining a respectful and cooperative demeanor at all times with instructors, institutional officials, and classmates
- avoiding inappropriate language or conduct deemed disruptive to the institution's learning environment
- following all institutional procedures related to absences and tardiness (e.g. arriving to class on time, notifying instructor of planned and unplanned absences, etc.)

Pursuant to Tennessee Board of Regents (TBR) policy, students who engage in disruptive conduct or other conduct that violates the TBR's General Policy on Student Conduct and Disciplinary Sanctions 3:02:00:01 may be temporarily removed or excluded from class by the

instructor for each class session in which the conduct occurs. Repeated infractions may result in additional disciplinary sanctions.

Smoking

TCAT Murfreesboro's campuses are smoke free. This includes all tobacco and electronic cigarettes, vape products, and smokeless tobacco. Students may only smoke/vape in their personal vehicles.

CLASSROOM POLICIES

Dress Code

Uniforms must be worn daily.

See Clinical Performance Policies section for clinical dress code.

ID Badge

Students must always wear their Tennessee College of Applied Technology student photo identification badges while on campus. The badges must be displayed so that they are readily visible. If a student loses his or her student ID badge, the student may request a replacement from Student Services after paying a \$5 fee to the Business Office.

Inclement Weather and School Closure

It is the philosophy of the Tennessee College of Applied Technology Murfreesboro that students are being prepared for the workplace. For this reason, the TCAT Murfreesboro normally does not close because of inclement weather, even though public school classes may be cancelled.

We recognize that inclement weather such as winter ice and snow, occasionally, make it difficult for students to attend school and clinical.

In the event of snow, ice or other severe weather conditions, students should use their own judgment in deciding whether to travel to school or clinical. When weather conditions are severe, information regarding school closing will be provided to you through the RAVE alert system, which is the rapid notification system we utilize.

Food/Drink

Food/Drink is allowed in the classroom and lab at the instructor's discretion. If allowed, drinks must have a lid.

Cell Phones

Cell phone use in the classroom and lab is at the instructor's discretion.

Class Break Times

Class begins at 4:30pm, and students are expected to be in their seats and ready to work at that time. Class dismisses at 9:30pm each day, unless specified otherwise.

Music

Music in the classroom and lab is at the instructor's discretion.

Sleeping in Class

Students are expected to develop proper work habits and to remain engaged and on task in class. Students are not permitted to sleep in class. Repeated violations may result in the student being sent home for the day.

Classroom/Lab Space Maintenance

Good housekeeping practices should always be followed. Trash must be picked up on site; tools, equipment, etc. should be kept in appropriate places-not on benches, machines, and floors when not in use. As an integral part of instruction, each student is expected to participate in housekeeping and cleanup activities at the conclusion of each day to maintain efficient, high-level training programs.

Attitude and Conduct

You are expected to be cooperative and to demonstrate a professional and respectful attitude at all times. Everyone is encouraged to work as a team. Horseplay, hazing, inappropriate language, and any other behavior deemed inappropriate for this program will be reflected in a reduction of the worker characteristics grade and may be referred to the Vice President of Student Services for progressive disciplinary action.

Absence Notification

If you know in advance that you will be absent, you must notify your instructor. If you do not know in advance that you will be absent, call the instructor as soon as possible. If you leave class before the class is over, you must inform the instructor. Failure to notify the instructor will result in a deduction in your worker characteristic grade.

Computer/Internet Privileges

The classroom computers and internet are provided only as a resource for research and learning. They are not to be misused in the classroom.

CLINICAL PERFORMANCE POLICIES

Clinical Dress Code

- The student uniform is to be clean, wrinkle-free, and in good repair. Boots are to be black, clean and in good repair.
- Hair is to be neat and clean. If hair is long, it must be worn away from the face and up off the collar. Extreme hair fashions or ornaments are not acceptable.
- Jewelry while in uniform is limited to a wedding ring and one pair of post earrings in ear lobes only.
- Nails are to be clean and short.
- No aftershaves or perfumes are allowed in the clinical area.
- Name badge, watch, stethoscope, scissors, and pen light are part of the uniform.
- All tattoos must be covered while in uniform.
- Any preceptor may excuse a student from the clinical area if his/her personal appearance and/or hygiene do not meet the appropriate dress code. The student will be documented as absent for the day.
- Smoking is NOT permitted while in uniform on any clinical day.

Successful clinical performance is essential to completion of the EMT-Basic program. Each student shall be evaluated on each clinical rotation.

Clinical Probation

A student is placed on clinical probation after three (3) unsatisfactory evaluations. The student will be counseled regarding the cause for probation, and suggestions for improvement. This information will be documented and signed by all concerned parties and placed in the student's file. If the student's clinical performance does not improve during the next evaluation period, the student may be terminated from the program if they receive a fourth unsatisfactory.

Clinical Arena

It is the responsibility of the student to be in the clinical arena promptly and in proper uniform.

- The student is to be prepared for clinical. Failure to be prepared may result in dismissal for the day. Students dismissed from clinical practicum will receive NO credit or attendance hours for that day.
- Due to difficulty making and completing assignments in the clinical areas, students will NOT be allowed to attend clinical less than assigned time. Therefore, if you are more than 15 minutes late or need to leave early you will be counted as absent for the entire day's hours.
- Clinicals will be completed with assigned affiliating agencies.
- We remain committed to the valuable partnership with the clinical facilities. Professional conduct and professional behavior are expectations all students will meet.

Unsatisfactory Policy

The student must not threaten the physical and/or psychological well-being of a patient by his/her performance. If this occurs at any time, the student is in danger of being terminated.

A student is held accountable for any real/potential threat to the patient on every skill previously taught. If the preceptor prevents an error, the student will still be held accountable.

Examples of unsatisfactory behaviors include but are not limited to the following:

- Principles learned previously are violated (recapping a needle).
- Inappropriate verbal or non-verbal behavior in the presence of the patient or family member.
- Failure to provide patient safety.
- NO provision for means of communication for a patient.
- Demonstrable lack of progress in performing clinical skills.
- Criticizing patient. Communicating negative value judgments to patient.
- Demonstrating incompetence/lack of preparation in patient's presence.
- Accepting an assignment while under the influence of drugs and/or alcohol.
- Medication errors
- Inappropriate posting on public venues (Facebook twitter, etc.)
- Failure to follow clinical preceptor's directions.
- Inappropriate verbal or non-verbal behavior towards clinical preceptor.
- Not following agency's cell phone policy.

Conduct Code and Behavioral Standards

Students accepted into the EMT Program are expected to always demonstrate professional behavior and demeanor which include, but not limited to, bathrooms, hallways, break room, parking lot, classroom, clinical sites and field trips. There are no exceptions. Professional behavior encompasses a broad range of expectations, always including the expectation of trustworthiness and keeping the welfare of others as a priority.

All clinical sites with which this school is affiliated, have granted students the privilege of learning in their facilities. Students are expected to always demonstrate professional behavior. This means that each student is individually responsible for his/her actions and, in addition, must abide by the affiliates standard procedures, policies, rules and regulations as outlined by the clinical affiliates. While off-campus during clinical assignments, students are representing the program, profession, and school to the public and community.

VIOLATING THESE STANDARDS COULD LEAD TO DISCIPLINARY ACTION/SUSPENSION

Confidentiality for the Student

Individuals who provide health services and know that they are infected with a communicable disease are ethically and legally obligated to conduct themselves responsibly in accordance with the following protective behaviors:

- Seek medical advice

- Follow program and/or agency guidelines when clinical assignment makes it necessary to be involved in direct patient care
- Be knowledgeable about the practice measures to prevent transmission of infectious diseases
- Obtain the release of a physician to continue direct patient care activities relative to the program of study
- No specific or detailed information concerning complaints or diagnosis will be provided to instructors, administrators, or even parents, without the expressed written permission of the individual in each case. This position, with respect to health records, is supported by an amendment to the Family Education Rights and Privacy Act of 1974.
- Officials and other institutional officers must remember statutes protect all confidential medical/health care information and that any unauthorized disclosure may create legal liability.

Confidentiality of Records and Information

We abide by all HIPAA laws and a student who “breaches confidentiality” in the classroom or clinical setting may be subject to disciplinary action/suspension.

In the process of performing, one’s assigned duty in the health care facility, it is possible to overhear information regarding patients, physicians, and/or personnel, which must be considered confidential. Therefore, you are directed not to discuss, outside the health care facility or even with other health care facility students or personnel, these bits of information. Even casual conversation with other students may be overheard and thereby violates the privacy of others. Be particularly careful about your conversation in elevators, eating places, and other places of assembly within or outside the health care facility.

Any discussion of patient information must be done for the purpose of fulfilling clinical assignments. Anyone who delights in idle conversation about patient care does not show appropriate demeanor for a health-care professional.

Respect the fact that a patient owns the information contained in his/her medical record and that the facility owns the recorded document itself. Therefore, students must not remove original, microfilmed, or photocopied records from the facility’s premises. Any health data that identifies a patient, physician, or health-care provider by name is confidential information.

Confidential information is privileged information that may not be disclosed without proper, written authorization from the patient. Not only is medical information confidential, but also identifying information such as a patient’s age, address on discharge, and the service or medical unit on which the patient was hospitalized. Unauthorized disclosure of health information is a breach of confidentiality punishable by state or federal law. Students who release health information without proper authorization may be dismissed from the program.

Drug and Alcohol Testing

Screening prior to the clinical experience: Students should be aware that the clinical facilities with which the campus contracts require successful completion of a drug and/or alcohol screen prior to commencement of participation in the clinical site. Testing positive may result in further disciplinary action, including suspension from the program.

Reasonable Suspicion Screening: Students engaged in classroom/clinical activity may be requested to undergo a blood or urine screening for drugs and alcohol if reasonable suspicion exists. Prior to testing, the student will be asked to sign a statement of understanding and consent to drug and/or alcohol screening. A student who refuses to undergo testing will be subject to suspension.

Background Check

All students will be required to have a background check done prior to observing at the clinical site. Clinical contracts require the program to comply with this request. Every student will have the same parameters evaluated for their background check. The parameters for the background check are determined by the clinical contracts. Students are required to provide the instructor with receipt of payment for the background check by the due date set by the instructor. The instructor is required to verify the background check is completed prior to the first day of clinicals. Students that do not complete the background check will not be allowed to attend clinical. The clinical sites have the right to refuse students based on their background check results. Clinical hours are required to complete this program of study.

Health Policies

- All illnesses should be reported to the instructor. If a student appears ill or unable to perform duties as assigned, whether in classroom or clinical area, it will be the instructor's discretion to determine if the student should remain in the classroom or clinical area. Dismissal from the classroom or the clinical area may occur as a result of a possible contagious illness; and/or undue influence of prescription medication.
- If a student is absent for serious illness/injury, he/she must present a written statement from his/her physician before returning to the clinical setting stating that the student is physically able to perform the required clinical duties.
- It is recommended that all students maintain their own accident and sickness insurance. School policy recommends all students carry their own medical insurance; however clinical sites require more stringent documentation to verify every student maintains their own medical coverage.
- The clinical facilities will in no way assume workman's compensation liability for students.
- First Aid and supportive treatment will be provided in the event of an accidental injury or sudden illness while on campus or in the clinical facility. Each student is responsible for his/her medical expenses incurred.
- If a student is pregnant, she will be allowed to continue in the program if she adheres to all the TCAT school policies. The student will be required to perform ALL necessary

skills. In the event she can no longer abide by the rules of maintaining patient safety, options will be discussed with student.

Infection Control Policy

All students must submit documentation to Student Services with:

- Proof of MMR immunity or proof of two MMR vaccinations
- Proof of VZV (Chickenpox) immunity or proof of two Varicella vaccinations
- TDAP within the last 10 years
- Hepatitis B series of three vaccinations or proof of immunity
- Annual influenza vaccination
- TB skin test within the last year or Chest x-ray

Clinical sites may require more stringent vaccination documentation based upon clinical affiliation agreements.

Covid vaccinations and boosters may be required per the clinical sites depending on their standards at the time of clinical rotations.

If you ever come into contact with one of the infectious diseases listed below, make a note of and report the following to your instructor/preceptor at the clinical site:

- The date, time, and duration of the contact
- The nature of the contact

(Rubella, chickenpox or shingles, any illness with a rash, needlestick or other body fluid contact, potential MRSA contact, infectious material, Covid, and Tuberculosis)

Standard Precautions

Standard Precautions are work practices required for a basic level of infection control. They include good hygiene practices, particularly washing and drying hands before and after patient contact, may include the use of protective barriers such as gloves, gowns, plastic aprons, masks, eye shields or goggles, appropriate handling, and disposal of sharps and other contaminated or infectious waste, and use of aseptic techniques. Standard precautions are recommended for the treatment and care of all patients, regardless of their perceived infectious status, and in the handling of:

- Blood
- All other body fluids, secretions, and excretions (excluding sweat), regardless of whether they contain visible blood.
- Non-intact skin; and
- Mucous membranes

Standard precautions also apply to dried blood and other body substances, including saliva.

The main goal of following Standard Precautions is to minimize the risk of acquiring blood borne viruses from contact with patients. To make such work practices effective; it must be assumed that all patients are potentially infected with such viruses. To only follow these precautions with those patients who are known to be infected, gives a false sense of security, and promotes risky work practices.

Confidentiality of these and all student records is a priority. Immunization information will be made available to the clinical site upon request.

Protocol for Emergencies

The supervising faculty, and if appropriate, the clinical personnel, must be notified immediately should a student suffer an injury or illness which requires medical attention. Students are considered guests in the clinical facilities and are therefore responsible for securing and financing any medical treatment required as a result of accidental injury. Students must realize that although medical facilities may offer/suggest treatment within the facility, charges for service will be assumed by the student. All students are individually responsible for obtaining adequate health insurance or for bearing any costs incurred for medical treatment while on campus or in assigned clinical facilities. Students are strongly encouraged to have adequate health insurance while enrolled in this program of study. Clinical sites require more stringent documentation to verify every student maintains their own medical coverage.

For injuries or health problems which occur during a clinical assignment that require treatment, but are not life threatening, the student should consider the following options:

- Treatment from an independent physician and/or facility of the student's choice at cost to the student.
- Treatment by the emergency department of the clinical facility at cost to the student.

The supervising facility and program office, if appropriate, clinical personnel, must be contacted immediately should a student be responsible for, or involved in, an unusual incident in the clinical area. Examples of such include, but are not limited to:

- Self, patient, staff or visitor injury or potential injury.
- Sharps related injuries
- Formal complaints lodged against a student
- Major equipment damage attributed to student misuse
- Incorrect administration of pharmaceuticals or procedures to a patient
- Contamination of patient or environment
- Any activity which may, or does, result in adverse consequences to patients or personnel.
- Misrepresentation of students' identification, clinical duties, qualifications, or abilities.

The student and clinical instructor must submit a completed report to the program instructor within 24 hours. Additionally, the clinical facility's procedures for dealing with the incident must

be strictly followed and the necessary reports completed and properly signed. Disciplinary action may follow based on the individual incident.

Blood/Body Fluid Exposure

This procedure is to be followed if a student is involved in a blood/body fluid exposure incident.

- Clinical instructor or designated supervisor immediately assists the student in cleansing the wound or affected area with soap and water, or irrigating splash area (i.e., eyes, mucus membranes) with normal saline or water. If eyes have been splashed, flush 15 minutes at eye wash station with wash bottle or saline.

SAFETY POLICIES

First Aid Kit

A first aid kit is available on the wall in the lab area. If you are sick or injured, you should notify the instructor as soon as possible. In emergency cases, students may be taken to a hospital or clinic. It is the student's responsibility for any charges accrued at this time.

Safety

Safety in the classroom will be discussed by your instructor. After completion of the safety instruction, students will be required to sign a safety form identifying that you have been instructed and understand the safety procedures that apply to your program. Safety precautions must be followed at all times.

Fire Procedures

In the event of a fire drill or an actual fire, students should immediately exit the building and report to the parking lot.

Tornado Procedures

In the event of a tornado drill or actual tornado, students should immediately seek shelter in the hallway outside of the classroom or the designated shelter site.